**SHELTON STATE COMMUNITY COLLEGE LIBRARY**
**BUILDING PROGRAM**
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## PROJECT GOALS

### General Design Objectives

In response to the need for increased and new college facilities, a new campus has become necessary for Shelton State Community College. The library, of course, is an important unit of the college.  As a response to the informational needs of students, faculty, and members of the Tuscaloosa community, the new library will provide state-of-the-art library technology and standards as well as the traditional services.  The library space, designed to provide maximum flexibility and the efficient use of staff, will adapt both to the anticipated increase in enrollment and in community use, and to future advances in information technology, storage, and retrieval.  The new library facility will conform to standards for accessibility for disabled users and staff.

National standards for two-year college library/learning resources centers suggest the following space allocations for a student population of 10,000, which is the planning parameter established by the college president.

ASSIGNABLE SQUARE FEET (ASF) FOR LIBRARY/LEARNING RESOURCES
(Excluding corridors, stairs, restrooms, etc.)

|  | Stacks | Staff | User | Media Prod. | Viewing, Storage,Etc. | Total Space |
|---|---|---|---|---|---|---|
| Minimum | 10,200 | 5,300 | 33,500 | 13,250 | 44,445 | 106,695 |

Excellent   17,000   8,100      40,250     14,575        48,890
128,815

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## Aesthetic Considerations

      Aesthetically, there should be a variety of textures in wall
coverings, floor coverings, furniture, shelving, etc.  Light colors
(blues, yellows, neutrals) should be used.  Carpet squares should be used
and existing squares can be moved (unless they are worn out by the time
the new facility is built).  Carpeting should be continuous where
equipment is moved on rolling carts.  There should be a great deal of
light, windows, skylights, and perhaps courtyards.  There should be a
sense of openness, with low counters or shelving used in public service
areas (for easier supervision).  Offices should have glass walls or
windows for openness, supervision, and security purposes.  Existing
shelving, tables, chairs, and some wooden study carrels will be moved to
the new facility.  New furnishings should have a compatible style and
color scheme (beige and woodgrain shelving and furniture).  A new
Circulation Counter and new study carrels will be added.


## Facility Users

      The principal community served by the SSCC Library consists of
students, faculty, and staff of the college.  The student population of
the Academic Services Division consists primarily of students enrolled
in college courses in two-year general education and transfer programs.
In the Occupational/Technical Services Division, the student population
consists of students seeking training in a variety of vocational and
occupational programs.

      In addition, students may be enrolled in courses for remedial or
self-improvement purposes.  All students must have a high school diploma
or G.E.D. certification.  Many students are returning to college after
an absence of several years from formal education.
While recognizing and providing for these diverse populations, the general
tone of the SSCC Library is academic:  services, facilities, and
collections are developed accordingly.

      While the SSCC library has always been available to members of the
community, a new relationship with Tuscaloosa Public Library is being
explored.  There is a strong possibility that Shelton State will provide,

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on a contract basis, public library branch services to south Tuscaloosa County.  These services will probably be limited to adult services, junior high school through adults.  Use by junior high and high school students, particularly during afternoon and evening hours is anticipated to be high. Students from Hillcrest High School, located only a short distance from the new campus, are expected to be heavy users.  Demographic projections for south Tuscaloosa County indicate that this suburban population of approximately 15,000 households is a the fastest growing sector of the county. The median income is $36,000, with most residents working outside of the area; new homes are priced in the $100,000--$150,000 range.

Library holdings and services are also available to students from the University of Alabama, Stillman College, and C.A. Fredd State Technical College.

## Specific Services

Library services respond to changing technology in both the retrieval and the storage of information.  Although information needed by library users is being accessed increasingly through electronic means, library professionals indicate that traditional library materials formats, both paper and microforms, will continue to be collected.  The new library facility will be designed to make readily accessible information in a variety of formats, requiring a variety of storage configurations.

The card catalog will be replaced by an online public access library catalog, and catalog terminals will be placed throughout the library for easy access to the collection.  Both the circulation and reserves procedures and the cataloging function will be automated.  Other library functions to be automated in the near future are acquisitions and serials check-in.

As enrollment increases, the library must continue to provide adequate seating for individuals and for study groups who are using library resources.  Individual carrels, wired for the use of electronic equipment, are needed.  In addition, group study rooms are to be provided in the library.  Instruction in the electronic retrieval of information will be provided through an electronic classroom in the library.  All group study rooms should accommodate all types of instructional media; some larger rooms in the media services area should accommodate teleconferences.

The library will continue to serve a large undergraduate population. Bibliographic instruction, reference assistance, and circulation/reserve services will be provided for this group of users.  In addition, the library must provide adequate storage for microforms reader/printers, and adequate photocopying equipment.

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Access to other libraries through information technologies will be provided (especially to the University of Alabama, Tuscaloosa Public Library, and Stillman College Library).

Much of the public branch library use is expected to be by junior high and high school students, who will require seating space in the reference area as well as in other areas of the library. Because younger students are more likely to engage in social activity while working in the library, noise control should be a major factor in design.

A separate art gallery should be provided somewhere on the new campus. There should also be space in the new library for display of the Library's permanent collection of art and for occasional temporary exhibits. This area should have lighting and temperature control, should be easily located by the public, and should be easily supervised by library staff. It must be located in a multiple-use area, such as Reference.

## GENERAL BUILDING CRITERIA

### Location/Orientation

The library should occupy a central place within the new campus. The new campus should emphasize campus centrality by locating the library in reasonable proximity to classrooms as well as to faculty offices. Library materials are to be protected from damaging elements such as direct

sunlight.

Most campuses today provide for student computer centers or individualized instruction labs within or adjacent to the campus library. The same is true for the tutorial and/or Success Center. The new campus should provide for these types of services.  In addition, the library should be adjacent to the adult education/ literacy center.

Because it will offer services to the public, the library should be easily accessible from the highway and easy to locate on campus.

There should be ample parking for student and community use, with designated parking spaces for library faculty/staff.  Covered parking areas and/or walkways for library faculty/staff are highly desirable. The Director of Library Services must have a designated parking space adjacent to a wheelchair ramp.

Whenever possible, service drives should supply the core areas of the library and media centers and facilitate delivery of materials and equipment.


**Plan Development**

General

The new facility should provide 65,350--83,150 net assignable square feet for library purposes (or 106,695-128,815 for library and media services combined).  This space requirement is based on planning for library collections and services for the first twenty years of this facility's use.  It is also based on ACRL/AECT recommendations.

It is imperative that the design of the library provide as much flexibility as possible.  Partitions and walls are to be kept at a minimum so that library service areas may be changed to respond to advances in technology and storage.  A classic rule is to regard 40 feet as the minimum wall-to-wall measurement for new library space.  All library service operations are to be located on one floor.  Electrical, data and telephone wiring capability in the facility must be easily expandable to respond to changing needs in the library.




Centralized Services

Because of staffing constraints which are coupled with demands for additional hours of operation for the library, the facility must be designed to make operation of the library possible with only one or two staff members during non-peak hours.  All service operations should be centralized and located on one floor to maximize efficiency of library services.  Specifically, the Circulation/Reserve area, the Reference area, the Periodicals area, the Individualized Services Room, and Media Services areas should all be located on the main service floor.

## Zoning

The zoning of certain spaces should be considered.  As the floor layout develops, consideration should be given to the desirability of zoning spaces in a manner that will permit certain areas of the library to remain open for extended hours while other areas will be closed, such as secondary study areas and staff work areas. The security of the closed areas from the open areas during the period of extended operation would be a major design parameter.

## Movement Within the Facility

The facility should be designed for the efficient movement of the library staff in their work.  A secured service entrance is required.

Although a number of areas may be adjacent to and related to library services (e.g., adult education/literacy center, individualized instruction lab, etc.), there is to be **one** public exit from the library facility; this exit will be monitored from the Circulation/Reserve desk.

The facility should be fully compliant with ADA requirements.  A minimum of 3' of space should be allowed between stacks.  A minimum of 4' should be left between tables in nontraffic areas, and 6' between tables in traffic areas.  Leg room should be positioned away from aisle areas.

To assure safe transport of heavy audiovisual equipment on carts, all doors should be installed without thresholds.

Access to mechanical rooms and air-conditioning equipment should be from exterior corridors.

To provide good visibility and flexible room arrangement, the use of pillars or support posts must be around perimeter walls.

Special attention should be given to architectural features that

promote the program and facility to the entire college and community.

## Building Envelope

### Structural Considerations

Because of the changing nature of library services, the floors for the entire facility should be able to support storage and stacks.  A combined live and dead load of 300 PSF should be used throughout.  The support needed for compact shelving, double-height microform storage cabinets, and stacked carrels should be considered.  Other factors affecting the type of structural system used are sound transmission characteristics (STC and IIC), column spacing, required fire rating, and economy.

## Building Systems

### Electrical Power Distribution

Because the needs of the library are continually changing, electrical power distribution should be expandable and flexible throughout the facility.  Electrical capacity for the library will need to accommodate anticipated growth in the amount of electronic equipment, which is likely to be located throughout the library, as well as future changes in library services.

A grid system should provide linkage among support areas, the circulation area, and workstations.   It should be large enough to carry electrical power, computer networking cables, and telephone lines and provide for the elimination of interference or "cross-talk."  Access panels for installation of outlets should be on 10-foot centers at minimum. Location and number of floor outlets will be according to working drawings that locate carrels, computer stations, circulation desk, and other furniture installations requiring electrical service and networking.

Floor outlets should be of brass construction, flush to the floor, with hinged covers opened with a single key.  Electric outlets along walls should be located at 10-foot intervals, should be in all support columns, and should be located a minimum of 5-foot intervals along work counters.

Double duplex electrical outlets, each with dedicated circuits, should be installed at each of the proposed computer workstations in the library and media areas, per working drawings.  Double duplex electrical

outlets, each on dedicated circuits, and a telephone jack should be installed at the circulation desk.

Dedicated circuits should be labeled (for example, "computer outlet").  No control of electrical switches, fire alarm controls, intercom switches, thermostats, or other electrical controls should be located behind shelving units.


Heating and Air Conditioning

The facility should have quality air control and ventilation throughout, with a separate, independent heating/cooling system for regulation of temperature and humidity to protect stored materials. Windows should enable exchange of fresh air and provide ventilation when the climate control system is not in use.  Thermostatic controls should be located in an area accessible to staff but not to the public, such as behind the Circulation/Reserve counter (and within reach of someone in a wheelchair).  The humidity should be maintained at 55 to 60 percent at all times, a comfortable level for both readers and materials, through the following means:

   a.   The normal heating/air conditioning system for this area is
        to maintain temperature and humidity during periods when
        the area is occupied and is to be controlled by the building
        energy management system.

   b.   Separate humidifying/dehumidifying equipment is to maintain
        a maximum of 60% relative humidity when the area is
   unoccupied and the normal air-conditioning is off.  This is
   to be controlled by the energy management system.

   c.   Air conditioning units should have electrostatic filters.

In areas used for media equipment storage and maintenance, in television and audio studios, and in the telecommunications distribution area, the temperature is to be maintained at a set point of 76 degrees F, when the areas are in use.

Group study, which is prevalent in the SSCC curricula and among junior high/high school patrons, contributes to annoying noise in the service areas of the library.  "White noise" in the service areas of the facility would be helpful to drown out the disturbance of talking among students as well as the hum of the lighting system.

Filtration of air to lower the dust level is necessary for the protection of the electronic equipment and book collections.  Heating and cooling load calculations should take into consideration the amount of electronic equipment that may be use in the facility.  Ceiling diffusers should be located at a height and in a position to prohibit direct drafts on readers and stacks.


Fire Protection

To reduce possible water damage from activated sprinklers, a smoke detection system must be installed that warns of possible fires before activating the sprinkler system.  A preactive sprinkler system which requires both the activation of a product-of-combustion detection system and a sprinkler head before water is present in the space is preferred.  In this type of system, the sprinkler feeder line is filled with compressed air, and water enters the system only when smoke is detected and it is released only after the heat buildup melts a fusible link in the sprinkler head.  Automatic turn-off of sprinkler heads when heat levels drop is also preferred.  Sprinkler heads should be individually activated so that water damage is limited to emergency areas only.

The type of building materials, the location of exits, and whether turnstiles can be installed are the architectural firm's responsibility to determine.  Plans are to be drawn in compliance with local codes.

When fire extinguishers are being installed, consideration for the conservation of wall space and the 3-foot increments for shelving is important.  Extinguishers should be located at the ends of ranges of wall-mounted shelving for quick visual identification and to prevent breaks in the ranges.


Lighting

Lighting is perhaps as important as the decor in transmitting a feeling of pleasantness in the facility.  Special care and attention should be paid to the type and the amount of lighting in the library so that a pleasant ambience is provided.  Lighting arrangements should be flexible and able to be easily modified to adjust to changes in the library's configuration.  Bulbs should be standard, economical types and sizes.

The lighting in the stacks should illuminate not only the books on the top shelves, but also those on the bottom shelves.  The need to protect library materials from the damaging effects of the lighting should be

addressed, through the use of ultraviolet filters or other means. Lighting in the stacks should be controlled with one switch, located near the Circulation Desk.  A keyed master switch controlling light for the entire media center should be located near the staff exit to enable all areas to be darkened simultaneously.

Security lights, which operate when regular lights are turned off or during power outages, should be strategically placed to light a clear path from all support areas, but they must be placed in areas that are removed from projection screens.  Lighted exit signs for emergency evacuation and exit should be placed for maximum visibility.  Red "in-use" lights should be located outside entrance doors to darkrooms and television studios.

Adjustable track lighting is to be installed in the closed-circuit television production area.

Glare on CRT's should be minimized, especially in the staff and librarian work rooms/offices.  The microforms reading area may require a lower level of lighting.

The following lumination intensities are desired:

55 footcandles, maintained (measured 30" above the floor) throughout the library, except in the following areas where 70 footcandles are required:  Circulation/Reserve Desk; Staff Workroom(s); Group Study Rooms; and offices.

Light control blinds are required for observation windows and those architectural features that provide natural light or those designed to aesthetically enhance the library and media services areas.


Plumbing

Hot and cold running water will be needed in the Staff/Work areas and the Housekeeping Closet.  It is assumed that adequate restroom facilities will be incorporated into the design.  Plumbing should not be located so that pipes are near (above or below) book or periodical stacks, in case of leaks or need for repairs.  Library staff members will need to have easy access to water lines in order to turn water off in case of accidents.

No water fountains should be located in the main reading, listening, viewing, or stack areas.  The workrooms should be equipped with sinks having raised gooseneck faucets, providing hot and cold water.  All sinks should be equipped with liquid soap and paper towel dispensers, accessible

by persons in wheelchairs.


Communication Systems

Telecommunications and computer systems will be needed in the library as well as connections to the college's computer facilities and campus telecommunications systems. Electronic connectivity with faculty offices, classrooms, and special centers will be emphasized. Furthermore, electronic/telecommunications links with Tuscaloosa Public Library and UA Libraries will be established (and possible other connections must be considered for the future).

One major goal of the library facility design will be to provide flexible connectivity of electrical, telecommunication and data lines in order to enable the library to adapt easily to rapidly changing technology and services in information storage and retrieval. Objectives toward accomplishing this goal will include the installation of enough channels of conduit vertically in the walls and horizontally as needed throughout the library. This conduit will lead back to an accessible central point. The number of conduit channels will be adequate to meet the present and future needs of a state-of-the-art electronic library.

A number of library online catalog terminals will be located throughout the facility. Each terminal will be hardwired to an IBM RISC/6000 Model 320H. Controllers with ports for current use and future expansion should be installed. ADDITIONAL INFORMATION ABOUT THE LIBRARY'S AUTOMATED SYSTEM WILL BE PROVIDED LATER.

The library facility should be connected to the campus computer system. Appropriate cable should be installed for this purpose, with termination points determined in consultation with librarians. It is expected that appropriate conduit and cable will be installed in order to enable library connectivity to either a roof-mounted or remote satellite dish receiving facility that may be installed at present or in the future.

The television distribution system originates in the distribution of the library media center and extends to all classrooms and instructional areas. It will be a multichannel system capable of local origination or playback of programming from videotape decks and/or redistribution of special programs from television antennae or satellite dishes serving the building.

All "head-end" equipment is to be mounted in a television equipment rack in the telecommunications distribution area. Included in the head-end equipment will be a downconverter power supply, a VHF/UHF channel

converter, individual channel amplifiers, television modulators, and all necessary splitters, mixers, and filters to complete the distribution system.

The cable distribution systems is to be installed with connecting outlets throughout the library and media areas and in all classrooms, administrative areas, auditoriums, and other large meeting areas (including such facilities as cafeterias, etc.).

All television cable outlets must be installed no more than 6" from 110-volt electrical service outlet boxes and should be no more than 5' from the floor. Closed-circuit television cable and 110-volt supply must be in separate boxes. Location of these boxes should be clear of traffic patterns.

**FOR FURTHER DETAILS REGARDING THE TELEVISION DISTRIBUTION SYSTEM, CONTACT THE DIRECTOR OF DISTANCE LEARNING.**

One 60" x 60" ceiling mounted electric projection screen with modular motor, low-voltage multiple switching, matte finish, and keystone elimination capacity is to be installed in each area designated for large-group instruction and group viewing.

Auxiliary Systems

An electronic book security system must be provided for the public exit. Proximity of the security system to possible sources of interference, e.g., photocopiers and computer terminals, will be addressed in the design and layout of the Entrance and adjacent areas. A patron counting device will also be installed at the exit. The security system must be compatible with existing book security strips.

Extra security should be provided for the audiovisual equipment storage area. Walls in the television studio and other media use areas must have special acoustical treatment to facilitate recording.

**Special Library Equipment**

Equipment in the library will include microcomputers, modems, CD-ROM workstations, microform reader/printers, photocopy machines, telefax, and online catalog terminals. Because the technology is changing so

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rapidly, the addition of other equipment is certain, and flexibility for the accommodation of additional equipment is essential.

Storage of library materials in all formats will be necessary in this building.  Shelving for books and periodicals and storage for microforms and electronic media will be needed with space for expansion for both. Storage of traditional instructional media software and equipment will also be required.

Built-in storage units, specified below in this program, are defined as millwork or cabinetwork and are custom designed to fit the individual configuration of the library and media areas.  These items are included in the general contractor's construction contract, as opposed to free-standing equipment and furniture that is bid and purchased by the college.  Finish on all built-in units should be high pressure laminate (.050 with .050 backing, simultaneously applied) with a minimum of 3/4" thickness.  Examples of basic types of built-in cabinets are included in Appendix E.

## Acoustical Considerations

The control of sound will be important in this facility.  In order to provide an atmosphere in which research and study is possible in spite of talking and group consultation, white noise or noise generated through the ventilation system may be necessary in public areas.  Acoustical engineering will be applied in Administrative Offices and Staff/Work Areas in order to provide a quiet work environment.  Acoustical drop ceilings are generally preferred.

An alternative to "white noise" (suggested above on page 7) may be to designate "quiet" areas and "noisy" areas, so that library patrons will have a choice of areas upon entrance.  "Quiet"areas include study areas, student tables, carrels, etc.; "noisy" areas include circulation desk, reference, periodicals, group study areas, etc.  These areas would require some separation by stacks, walls, etc. in order to reduce noise.

Staff work areas and group study rooms should be acoustically separate from the reading and study areas.  Noise generated from electronic equipment should be considered in the acoustical design of the facility.

## Signage

Signage is of critical importance.  Clear and visible signage will

direct patrons to the various functional areas of the library.  A
directory near the entrance will provide initial orientation.  The
signage system will be developed in consultation with the librarians.
Clocks should be located in each major area of the library and easily
readable.  Alabama Public Library Service standards require an
identifying sign visible from the street (or parking area) with hours
visible to the public from outside the library building.


## SPACE PROGRAM

### Entrance

There should be only one public entrance/exit for the facility.

Special requirements:

Floor designed to accommodate installation of electronic book
      security system
Floor treatment to capture traffic dirt
Floor-tile
Separation of the electronic book security system from possible
      sources of interference, e.g., computer terminals and
      photocopiers
Automatic doors for disabled patrons are required

Equipment:

Electronic book security system

      Electromagnetic discharges from computer terminals,
      photocopiers, and other devices interfere with the
      operation of electronic book security systems.  The
      minimum distance between the electronic book security
      system varies, but is usually 21 feet or more.  It is
      critical that the Entrance and adjoining areas be designed
      to accommodate the required clearances.  Coordination must
      occur among the appropriate planners, who will include
      the architect, security system vendor, interior designer,
      contractor, and librarians.  Systems using alternative
      technologies may also be considered, but must be compatible
      with existing security strips and/or labels.


   Patron counting device

                          Net area:      100 sq.ft.

## Lobby

The lobby is the area used for entering/exiting the facility and for browsing the new books.  From the lobby the user moves into the various service areas of the facility, such as Circulation/Reserve and Reference, and the General Stacks.  The facility directory in the lobby will aid the user in locating what s/he needs.  This is also the only area in which library users may eat or drink.

Relationship to other areas:

Lobby is located just inside entrance to the facility
New book/display area is in closer proximity to the circulation
     area than to the entrance

Special requirements:

Noise suppression
Floor-tile (noise-suppressing)
Facility directory
Window/glass walls required for supervision and security

Equipment:

10 comfortable lounge chairs
 2 loveseats and/or sofas
 4 end tables
45 linear feet of shelving (wooden) for new books,
     displays, comprising a mix of horizontal and slanted
     shelving

2 tables for 4
8 chairs

                                    Net area:        600 sq.ft.


(approximately 20 x 30')




## Circulation/Reserve

     The Circulation/Reserve area is the control center for the library.
When there is only one staff member on duty, this person will be stationed
at the Circulation/Reserve Counter and will be responsible for all other
areas of the facility.  Services provided at the Circulation/Reserve area
include materials check-in and check-out as well as accessibility to
materials on reserve.  There should be space for 2-3 employees to work
simultaneously (using chairs and/or stools), computer terminals, book
trucks/carts, file cabinets for reserve materials, and book shelves for
reserve materials.  The area includes an enclosed office for the
circulation supervisor.

     Relationship to other areas:

     Located near the public exit, the lobby and the photocopy
          machines.  Must be able to move materials easily between
          this area and both the general stacks and the staff
          workroom.

     Special requirements:

     Arrangement--This area should be set off from other areas by
          the circulation/reserve counter.  Behind the counter is
          staff work area, while in front of it is a high-traffic
          public area.
     Noise suppression
     Floor-tile
     Wiring for microcomputer(s), telephones, and catalog terminals

as described, and wiring for second staff catalog terminal
        in the work area
Window or glass wall in circulation supervisor's office
overlooking circulation counter
Master switch(es) for lighting in public areas
Meter for patron counting device
Communication connections with Staff Workroom and Administrative
        Offices requires (telephone or intercom)

Equipment:

Circulation/reserve counter (modular?) with
        2 catalog terminals with printers and scanners
        Sensitizing/desensitizing equipment
        Book return drop
        Seating height work surface for student assistant
        Communication device (telephone or intercom)
60 linear feet of shelving for reserve materials and
        circulation holding

Office for supervisor with
        1 desk
        1 secretarial chair
        1 side chair
        book cases
        3 file cabinets
        telephone
        1 catalog terminal with printer and light wand
        1 microcomputer and table
Book trucks
4 legal-size vertical files for reserve
Staff catalog terminal in work area with printer and light wand

Area Required:

Circulation/Reserve counter (@35 x 20)        700 sq.ft.
Office for supervisor (@15 x 15)              225 sq.ft.
Reserve collection (@10 x 10)                 100 sq.ft.
Work surface for student (@10 x 6)             60 sq.ft.

                        Net area:     1085 sq. ft.

**Reference**

<u>Areas of responsibility</u>

Reference desk
Reference stacks/reading area


**Reference Desk**

Should be centrally situated in the reference area so that patrons needing assistance may easily locate the Reference Librarian and so that the Reference Librarian may be able to observe patrons in the Reference

Stacks/Reading area.  The Reference desk will be designed to accommodate two librarians on duty at the same time.

Relationship to other areas:

Visible from Circulation/reserve counter

In close proximity to:

Current periodicals
Microforms storage/reading
Backfiles/bound volumes of periodicals

Special requirements:

Floor - carpet squares
Wiring to support electronic equipment at twice the level of
     equipment specified
2 telephone lines, with capacity for a third line to be
     added later

Equipment:

Reference desk (modular?) and 2 chairs
1 online catalog terminal for staff use
36 linear feet of shelving, either bookcase or built into inner
     sides of counter
2 telephones
Microcomputer with modem and printer

Net area:      300 sq. ft.

**Reference Stacks/Reading Area**

This area is used constantly by the Reference Desk personnel.

Relationship to other areas:

Located near the Reference desk.  Current periodicals, back
    issues and microforms should be readily accessible from
    this area.  Area design should enable one staff member
    to serve the entire area.

Layout should maximize visibility from Reference Desk.

Special Requirements:

Floor - carpet squares
Wiring to support electronics, telecommunications and data
    lines
Aisle width greater than the standard 36" is needed; a 48"
    width is required

Equipment:

2 online public catalog terminals for public use (@35sq.ft.)
1 stand-up computer table and stool
1 wheelchair-height table and roller chair
4 tables for 4
3 tables for 6
1,200  l.f. of 12" deep shelves
10 4'x9' index tables for periodical indexes
6 letter-size filing cabinets for annual reports
16 individual study carrels
90 chairs for tables and workstations

Area required:

OPACs (2 @ 35 sq.ft.)                            70 sq.ft.
Reference stacks - 8,000 vols.
    (8,000 vols. x .133 sq.ft.)               1,064 sq.ft.
Reading/seating (tables, carrels)
    (@ 45 sq.ft./seat)                        2,250 sq.ft.
Index tables with seating
    (@ 192 sq.ft. each)                       1,920 sq.ft.

                Net area:        5,304 sq.ft.

[ At 20 books per 3' shelf, 8000 vols. / 20 bks. = 400 shelves;
  400 shelves / 3' shelf = 1,200 l.f.]

## Periodicals

<u>Areas of responsibility:</u>

Current periodicals display area
Back issues storage/shelving for bound/loose periodicals
Microforms storage/reading area

## Current Periodicals Display Area

This area is for displaying, in alphabetical title order, current issues of magazines, journals, and newspapers.  Browsing is an important activity in this area.  The display area for current periodicals need not be directly adjacent to the back issues and microforms areas but all should be logically accessible and easy to locate.  This area includes an enclosed office for a periodicals clerk.

<u>Relationship to other areas:</u>

Close to photocopy machines, in close proximity to Reference
      and within sight of Circulation/Reserve areas
Close to index tables in Reference

<u>Special requirements:</u>

Floor - carpet squares
Windows/glass walls in clerk's office

<u>Equipment:</u>

```
500 linear ft. shelving for display  [ At 3 titles per shelf,
6 file cabinets for Vertical Files     500 titles / 3 = 167 sh.
4 tables for 4                         x 3' shelves = 500 l.f.]
16 chairs
6 newspaper racks
Office for periodicals clerk with
     1 desk
     1 secretarial chair
     1 side chair
     bookcases
     2 file cabinets
     telephone
     1 microcomputer with table
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           1 catalog terminal with light wand
           booktrucks
     4 comfortable seats (lounge chairs) and 2 (?) end/coffee tables
     2 OPAC terminals, 1 with printer
     1 stand-up table
     1 wheel-chair height table with 1 roller chair
```

## Back Issues Storage/Shelving for Bound and Loose Periodicals

This area is for displaying and making accessible back issues in bound or loose formats (using metal Princeton files).  Library patrons will have direct access to current and back issues of periodicals in all formats. The collection will increasingly utilize electronic information storage and retrieval formats (e.g., CD-ROM indexes, requiring computers and printers).  Annual expansion for storing back issues in each format is a major design consideration.

Relationship to other areas:

Close to photocopy machine, in close proximity to Reference
     and within sight of Circulation/Reserve
Close to index tables in Reference section
Close to Current Periodicals Display Area and Microforms
     Storage and Reading Area

Special requirements:

Floors - carpet squares
Wiring to support electronics, telecommunication an data
     lines with flexibility for rapid expansion
Lighting should be lowered to reduce glare on screens

Equipment:

6 tables for 4
750 linear ft. shelving for storage of back issues
8 CD-ROM workstations for public use, with tables
42 chairs for tables and carrels
10 study carrels

[ At 20 vols. per shelf, 5000 vol. capacity requires
  250 shelves x 3 ft. per shelf = 750 l.f.]

## Microforms Storage and Reading Area

This area will house and make accessible microforms.

Relationship to other areas:

Located near Reference and Circulation/Reserve in order to
    make service by a staff member from either area possible.
    The design of this area should allow for expansion of the
    collection.
Close to Index Tables in Reference, current periodicals display,
    and back issues storage/shelving


Special requirements:

Floors - carpet squares - requires 150 lb./sq. ft. load bearing
    capability
Lighting should be lowered to reduce glare on screens
Wiring for reader/printers should be flexible, with individual
    circuits for each machine

Equipment:

```
 2 microfiche reader/printers (@ 45 sq.ft.)
 5 microfilm reader/printers (@ 45 sq.ft.)
 2 microfiche readers (@ 45 sq.ft.)
 3 8-drawer microfiche cabinets (@ 20 sq.ft.)
12 8-drawer microfilm cabinets(@ 20 sq.ft.)
10 tables to hold microform readers/printers (1 for wheelchair
      use)
 9 chairs (@ 25 sq.ft.)
Storage cabinet
```

              Net area:      1,085 sq. ft.




Total Periodicals Area required:

```
OPACs (@ 35 sq.ft.)                          70 sq.ft.
Current periodical display                  625 sq. ft.
Current periodical seating                1,775 sq. ft.
      (tables, chairs, carrels @ 25 sq.ft.)
```

```
Clerk's office                              120 sq. ft.
Microforms storage area                     660 sq. ft.
Bound/loose periodicals backfiles area 1,330 sq. ft.
     (10,000 bd.vols. @ .133 sq.ft.)
Backfiles seating (@ 24 sq.ft.)        1,050 sq.ft.
Current misc. (VF, newspaper racks)      240 sq.ft.
```

                    <u>Net area:</u>      5,870 sq.ft.

**Individualized Services Room**

     This room houses equipment and furnishings to facilitate access to
library information sources by disabled patrons.  Special OPAC terminals,
PC workstations and related equipment will be provided.

     <u>Relationship to other areas:</u>

     Located on the services floor near the Reference area

     <u>Special requirements:</u>

     Wiring to support electronics, telecommunications and data lines
     Space and features for enhanced handicapped accessibility
     Low-glare lighting that can be regulated

     <u>Equipment (to be designated, depending on available technologies,
          may include):</u>

     PC and printer with voice enhancement and large-print
     capabilities
     OPAC with voice enhancement and large-print capabilities
     Typewriter
     Audiocassette player/recorder, variable speed
     TDD

Brailler
Kurzewill Reader
Storage for magnifiers, other special devices/aids

            Net area:            225 sq. ft.

[@ 15 x 15 ]

## General Collections/Services

Areas of responsibility:

General stacks
General seating
Group study rooms
Online public access catalog (OPAC) terminals
Library instruction room
Photocopy area

## General Stacks

This area houses the general book collection (bound and loose back issues of periodicals are housed in the Periodicals Area).

Relationship to other areas:

Must be easily located from the lobby area

Special requirements:

Accessibility for the disabled
Floor load must handle compact shelving, if needed in future
Must provide room for growth in collections
Floor - carpet squares
Aisles should be a minimum of 36" wide.

Equipment:

Shelving for 100,000 monograph vols.
15,000 l.f. shelves  [100,000 vols @ 20 vols. per shelf =
      5,000 shelves x 3' shelf = 15,000 l.f. ]

Area required:

100,000 monograph vols. @ .067 sq.ft./vol. =   6,700 sq.ft.


                    Net area:              6,700 sq.ft.




**General Seating**

     A variety of kinds of seating (open carrels, group study tables, and
group study rooms) should be available for library patrons conducting
research, browsing, and studying.  Accepted standards for two-year
college libraries indicate that seating for 960-1100 users (including
AV/media service areas) be provided (see ACRL/AECT guidelines above on
page 3).  A general rule is to provide seating for 10-20% of the student
population of a commuter campus.  Additional seating is required because
of anticipated use by community patrons, especially junior and high school
students.  Standards for public library services in Alabama state that
at least 4 seats are to be provided for every 1000 persons in the community.

Research shows that people are uncomfortable sitting with their backs exposed to walkways and/or large open areas.  Consequently, carrels should be placed so that this does not occur.  Ceiling height should take into account the possibility of adding stacked carrels.

**INITIAL SEATING SHOULD BE 50% OF MAXIMUMS INDICATED BELOW, WITH PLANS TO ADD FURNISHINGS AT A LATER DATE (AS ENROLLMENT INCREASES).**

TOTAL SEATING REQUIRED:        960--1100

**AS A GENERAL RULE, 5% OF THE TOTAL NUMBER OF PUBLIC SEATS SHOULD BE WHEELCHAIR ACCESSIBLE.**

Relationship to other areas:

These seats are to be distributed throughout the library.
     Most of the open carrels should be located in quieter
     areas of the library, especially in the stacks.

Special requirements:

Open carrels - designed to be capable of being wired for use
     with electronic equipment
Floors - carpet squares

Equipment:

195 open carrels, some wired
 40 tables for 4
 50 tables for 6
 40 comfortable seats and some end/coffee tables, as space
     permits
655 chairs for carrels and tables

TOTAL Number of public seats = 695, EXCLUSIVE OF SEATS CITED
                         ELSEWHERE

Net area required: 195 carrels @ 25 sq.ft. = 3,875 sq.ft.
                   500 seats @ 20 sq.ft.   =10,000 sq.ft.
                   TOTAL                    =13,875 sq.ft.

**Group Study Rooms** (Minimum of 5)

     This area isolates the noise generated from group study and/or committee meetings, etc.

Relationship to other areas:

These rooms can be located anywhere within the general
    collections/services area.

Special requirements:

Acoustics -- acoustically separate
Floors -- carpet squares
Doors -- locking, with large glass window or glass walls
Outlets for electronic equipment
Ventilation

Equipment for each room:

1 table for 6
6 chairs
1 white board

Area required:

5 study rooms @ 150 sq. ft./room = 750 sq.ft.

                Net area:         750 sq.ft.

## Online Public Access Catalog (OPAC) Terminals

Card catalog for the library will be replaced by online catalog

Relationship to other areas:

Online catalog terminals for public use are to be located within
     view when user enters the library and strategically
throughout the facility, both in the service areas and in
     the stacks.

Special requirements:

Wiring capability throughout the facility is to be kept flexible
     so that additional terminals may be added without expensive
     changes in electrical, data, and telephone wiring
Wiring for terminals' controller

Equipment:

Controller with 64 ports
Bank of 4 OPAC terminals, 2 with printers
3 stand-up computer tables
1 wheelchair-height table and 1 roller chair

Net area:                                    140 sq.ft.

**Library Instruction Room**

     This area will be used to instruct classes in the use of both traditional print information sources and new information storage/retrieval technologies.  The instructor's area will be wired with electrical, data, and telecommunication lines for access to online remote databases and CD-ROM databases.  As they develop, other means of electronic retrieval will be used by the instructor.  The whole room will be pre-wired for multiple future workstations which will access remote online databases.

Relationship to other areas:

Near Reference area and librarians' offices

Special requirements:

Acoustics - acoustically isolated
Floors - raised floor; carpet squares
Systems - dedicated circuits for terminals, data lines,
    telecommunications.  All systems should be designed
    for easy modification to accommodate future technological
    advances.  Use of flat wiring should be considered.

Equipment:

1 podium
1 specially designed workstation connected to library's
    electronic media resources, including projection device
1 electronic screen for user instruction, ceiling mounted
40 chairs for library users/students
Narrow classroom tables for the 40 seats
1 white board
Storage cabinet

                Net area:     900 sq. ft.

**Photocopy Area**

     Photocopying services will be provided to the library's users
(up to 5 photocopiers may be provided).

     Relationship to other areas:

     Close proximity to Circulation/Reserve and Periodical Backfiles

     Special requirements:

Floors - tile
Acoustics - acoustically isolated
Secure (lockable) storage for photocopy paper and supplies
Separate circuit for each machine
Windows or glass walls for easy supervision
3 extra large trash cans/recycling bins
1 large work table for collating, sorting, etc.
At least one photocopier must be designed/situated for easy
     access by disabled patrons.

          Net area:            225 sq. ft.

**Conference Room(s)**

A specialized area for faculty, staff, community meetings will be provided.

Relationship to other areas:

Should be adjacent or close to staff workroom/kitchen area (for bringing in coffee, etc.)

Special requirements:

Floors - carpet squares
Acoustics - acoustically isolated
Wiring for telephone and data lines
Electrical outlets under table

Equipment:

Conference table seating 12

```
12 chairs (minimum)
White board
Telephone with conference abilities
Cabinet/credenza
```

<u>Net area:</u>              300 sq. ft.

```
General stacks            =    6,700 sq.ft.
General seating           =   13,875 sq.ft.
Group study room(s)       =      750 sq.ft.
OPACs                     =      140 sq.ft.
Library instruction room  =      900 sq.ft.
Photocopy area            =      225 sq.ft.
Conference room           =      300 sq.ft.
```

**TOTAL NET AREA FOR COLLECTIONS/SERVICES:**      22,890 sq.ft.

**<u>Staff Work Areas</u>**

<u>Areas of responsibility:</u>

```
Workroom
Staff lounge
Shipping/receiving
Interlibrary loan/document delivery
Restrooms and water fountains
Elevator ?
Book drop(s)
Supply/storage room
```

Housekeeping room


**Library Staff Office/Workroom**

Library staff use this area for receiving shipments, mail, new books;
for sorting mail; for checking in magazines; for binding preparation; and
for other office management routines.  The open office environment is
preferred, rather than individual offices because of the nature of work
that occurs between individuals.  However, some sense of "separateness"
will be incorporated into the design of this area to allow staff members
to have specific work areas which can be personalized.  A minimum of 6
(maximum of 10) staff members will be working in this area, in addition
to 5-6 student assistants.

Relationship to other areas:

Accessible from outside the library.  Materials from this
      area flow to all parts of the library.  Vertical movement
      of materials is of critical importance if there is more
      than one floor.
This area should be located near public service areas so that
supervision is possible while the staff member is in the
workroom (windows or glass walls are required).

Special requirements:

Floor - carpet squares
Means to transport materials to other floors: staff elevator
Acoustically separate from public areas of library
Wiring to support electronics, telecommunications, and data
      lines, including 6 staff telephone lines
Wiring to support dial access to off-campus bibliographic
      utilities (OCLC/SOLINET and other databases)--i.e., at
      least 1 outside telephone line that does not go through
      college switchboard
Windows - exterior
Enough space for parking book trucks and moving them between
      individual staff work areas



Equipment:

Library computer/LAN to be specified later
6 staff workstations including desks and chairs
6 online catalog terminals, with 3 shared printers and light


36

wands
1 OCLC terminal with printer
60 linear feet of shelving
4 3'x6' work tables or equivalent counter space (wheelchair
    accessible?)
6 telephones
Shelflist catalog cabinets
Cabinets, as space permits
8-12 letter-size file cabinets
Office copy machine
    Mailboxes for library employees (minimum of 30; large enough
    for 8 1/2" x 14" folders, etc.)


<u>Net area:</u>          1,200 sq. ft.

**Staff Lounge**

A staff lounge will be used for breaks, lunches and dinner snacks, in addition to other staff functions which require running water.

Relationship to other areas:

Near/adjacent to staff workroom and away from public areas
Near/adjacent to Conference Room

Special requirements:

Floor - tile
Exterior windows
Hot/cold running water
Electrical wiring for appliances (and on counter top)

Equipment:

Tables and chairs for total number of staff (2 tables for 4)
Microwave oven
Refrigerator
4 comfortable seats
Built-in sink/counter
Cabinets

Net area:        360 sq.ft.


**Shipping/Receiving**

The library workroom, as described above, will be accessible from the outside.  The library building will require a loading dock accessible to the workroom.

Special requirements:

Secured access

Net area:        120 sq. ft.

**Restrooms and Water Fountains**

There should be separate restrooms for library staff/faculty, fully accessible to the disabled.

Net area:        1,000 sq. ft.


**Elevators (if the Library design includes more than one floor)**

All areas of the library, including the stacks and staff work areas, are to be accessible to the disabled.  A single passenger elevator is not sufficient for the movement of both people and materials.  A service elevator may be required for transferring materials from the Workroom to other areas of the library.  A book sorting/staging area will be needed at the service elevator site on each floor.

Equipment:

1 public elevator                160 sq.ft.
1 service elevator               160 sq.ft.

Net area:                320 sq.ft.

**Book Drop(s)**

An outdoor book return drop will be available for patrons returning materials when the Library is closed.  Ideally, the book drop will be built into the outside wall of the Library and will drop materials into a moveable bin in a secured area, such as behind the Circulation/Reserve desk.  A second book drop at the ground floor entrance of the building will be considered.  In addition, Tuscaloosa Public Library may also require a location for an outside book drop.  Ideally, these outdoor book drops should be drive-in/drive-through.

Relationship to other areas:

Near Circulation/Reserve Desk (or Staff Workroom)

Equipment:

Book drop apparatus to be determined

Net area:                15 sq. ft.

**Supply/Storage Room**

Storage will be needed for supplies and equipment near the Staff Workroom.  This should also include space for storing recyclable materials in large containers until they can be removed from campus.

Net area:                 200 sq. ft.


**Housekeeping Closet**

This closet requires running water, utility sink, and storage space (with tile floor).

Net area:                 72 sq.ft.
**TOTAL STAFF/WORK AREAS:**     3,287 sq.ft.

**Administrative Offices**

Areas of responsibility:

Office--Director of Library Services
Librarians' offices


**Office--Director of Library Services**

The purpose of this office is to provide an enclosed area where the Director will be available to faculty, staff, and students to discuss matters pertaining to library service, and for conducting library business when not serving users.

Relationship to other areas:

This office should be in close proximity to Librarians' offices.
    It should be near the public service areas of the library,
    particularly the reference area, yet set apart for privacy.
    It should also be near the Staff Workroom.

Special requirements:

Floor - carpet squares
View to exterior
Windows or glass walls
Acoustics--separate from surrounding area
Wiring for electronics and telecommunications, including
    2 telephone lines and one data line

The present Director uses a wheelchair; therefore, space
    allowances between furniture and bookcases, etc. should
    be generous.

Equipment:

1 desk with options necessary for microcomputer system
1 secretarial chair
1 side chair
1 side table
Bookcases
1 microcomputer with modem and printer, and table
3 2-drawer file cabinets
Telephone
Conference table with chairs, to accommodate 4-6 people

Net area:                          300 sq. ft.

**Librarian Offices (Minimum of 5)**

These offices will provide librarians with space for conducting
library work when not serving users.  If all offices are not occupied at
the time the facility is built, the offices will be used for group study
rooms.

Relationship to other areas:

These offices should be located near the public service areas,
    particularly the reference area, but set apart slightly for
    privacy.  At least one of these offices must be adjacent to
    the Director's office.

Special requirements:

Windows - exterior
Floor - carpet squares
Window or glass walls
Acoustics - separate from surrounding areas
Wiring for electronics, telecommunications and data lines,
    including 2 telephone lines in each office

Equipment for each office:

1 desk with options for microcomputer system
1 secretarial chair
2 side chairs
Bookcases
1 microcomputer with modem and printer, and table
1 file cabinet
Telephone
1 OPAC terminal

Area required:

5 offices @ 180 sq.ft. =      900 sq. ft.


                 Net area:     900 sq. ft.




Office--Director of Library Services        300 sq.ft.
Librarians' Offices (5)                     900 sq.ft.
                                           ----------

**TOTAL NET AREA FOR ADMINISTRATIVE OFFICES:**  1,200 sq. ft.




**TABULATION OF PROGRAMMED SPACES**

| Space Name | Public Seating | Linear Ft. of Shelves | Net Area (sq.ft.) |
|---|---|---|---|
| Entrance | – | – | 100 |
| Lobby | 22 | 45 | 600 |
| Circulation/Reserve | – | 60 | 1,085 |
| Reference | | | |
|     Reference Desk | – | 36 | 90 |

| | | | |
|---|---:|---:|---:|
| Reference Stacks/Reading Areas | 90 | 1,200 | 5,304 |
| | | | |
| Periodicals | | | |
|     Current Display Area | 20 | 500 | 2,830 |
|     Back Issues/Bound/Loose | 42 | 750 | 660 |
|     Microforms Storage/Reading Area | 9 | – | 2,380 |
| | | | |
| Individualized Services Room | – | – | 225 |
| | | | |
| General Collections/Services | | | |
|     General Stacks | – | 15,000 | 6,700 |
|     General Seating | 695 | – | 13,875 |
|     Group Study Rooms | 30 | – | 750 |
|     OPAC Terminals | – | – | 140 |
|     Library Instruction Room | 40 | – | 900 |
|     Photocopy Area | – | – | 225 |
|     Conference Room(s) | 12 | – | 300 |
| | | | |
| Staff/Work Areas | – | | |
|     Office/Workroom | – | 60 | 1,200 |
|     Staff Lounge | – | – | 360 |
|     Shipping/Receiving | – | – | 120 |
|     Restrooms/Water Fountains | – | – | 1,000 |
|     Elevators | – | – | 320 |
|     Book Drop(s) | – | – | 15 |
|     Supply/Storage Room | – | – | 200 |
|     Housekeeping Closet | – | – | 72 |
| | | | |
| Administrative Offices | | | |
|     Office--Director | – | – | 300 |
|     Librarians' Offices | – | – | 900 |

---

| | | | |
|---|---:|---:|---:|
| TOTAL | 960 | 17,651 | 40,651 |

**DON'T FORGET TO INCLUDE PUBLIC RESTROOMS AND WATER FOUNTAINS.**


**APPENDIX A:  LATER CONSIDERATIONS**

1.  Interior Design

    The manner in which interior design will be addressed has not yet been determined.  Ideally, an interior designer will be employed for the campus building project.

2.    Miscellaneous Equipment

     Other equipment not yet specified includes wastebaskets, clocks,
book trucks, bookends, range finders, kick stools, window blinds.


3.    Public Address System

     The installation of a public address system will be considered.
Other types of paging systems will be considered.


4.    AVC System     ???

     The impact of AVC-dedicated microcomputers will be considered.


5.    **Relationship to media services, computer labs, individualized
      instruction labs, distance learning, etc.  will be addressed
      later and will be a major design consideration.**

**APPENDIX B:  Library Building Consultants**

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**APPENDIX C:  Furnishings to be Moved** (Numbers to be added later)


      \_\_\_\_ sq.ft. carpet tiles
      \_\_\_\_ rectangular tables for 4
      \_\_\_\_ round tables for 4
      \_\_\_\_ wooden chairs
      \_\_\_\_ wooden study carrels
      \_\_\_\_ loveseats
      \_\_\_\_ benches
      \_\_\_\_ end tables
      \_\_\_\_ comfortable chairs
      \_\_\_\_ atlas stand
      \_\_\_\_ dictionary stand
      \_\_\_\_ floor model lighted globe
      \_\_\_\_ sections LBS mailboxes
      \_\_\_\_ ranges, counter-high, double-faced wooden shelves
      \_\_\_\_ ranges 8' high metal shelves, double-faced
      \_\_\_\_ book trucks
      \_\_\_\_ double-faced 4'x8' index tables
      \_\_\_\_ 2 drawer file cabinets
      \_\_\_\_ 4 drawer file cabinets
      \_\_\_\_ lateral file cabinets
      \_\_\_\_ office desks
      \_\_\_\_ secretarial chairs
      \_\_\_\_ computers on tables
      \_\_\_\_ copy machines
      \_\_\_\_ card catalog/shelflist sections
      \_\_\_\_ typewriters with stands
      \_\_\_\_ college computer terminal (currently CASTS)
      \_\_\_\_ library automation terminals
      \_\_\_\_ counter-high stand-up table
      \_\_\_\_ newspaper racks
      \_\_\_\_ microfilm cabinets
      \_\_\_\_ microfilm reader/printers
      \_\_\_\_ microfilm readers

```
____ microfiche reader/printers
____ microfiche readers
____ microfiche cabinets
____ CD-ROM workstations (computers with tables)
____ book cases (for office use)
____ wastepaper baskets
____ recycling waste containers
____ floor signs
____ side chairs
```

**APPENDIX D:   References**

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**APPENDIX E:  Examples of Basic Built-In Cabinets**

SHELTON STATE COMMUNITY COLLEGE

LIBRARY BUILDING PROGRAM

REVISED:  OCTOBER 20, 1992

# LIBRARY MEDIA FACILITIES

**SPACES**

Functions/Activities/Special Furnishings/Special Considerations


**PROJECT ROOM/ WORKROOM**

Provides area for production of visuals, models, soundrecordings.  Area for repair of materials used by staff.  Should be accessible by large groups without disrupting activities in other areas staffed by library personnel.  Located adjacent to equipment storage area.  Built-in cabinets with locks and drawers of varying sizes underneath; island counter with built-in light tables (but both wheelchair accessible).  Work surface counters recessed and dropped area to accommodate computers and typewriters.  Area for previewing, selecting, evaluating audiovisuals and equipment.


**GROUP VIEWING ROOMS (2)**

Provides larger than classroom-size area for different types of presentations and instruction.  Should accommodate the use of all types of media and accommodate teleconferences.  Visual control by library personnel.  Lecture tables; chairs; podium; 60" x 60" ceiling mounted, low-voltage screen, with modular motor, low-voltage multiple switching, matte finish and keystone elimination capacity; televisions; folding or movable walls between rooms to facilitate conferences.


**TELEVISION STUDIO**

Provides space for production and distribution of programs to classrooms, auditorium, library carrels, and conference areas.  Convenient access to project room, equipment storage, and public area of the library.  Should be accessible by groups without disrupting activities in other areas.  Includes area for production of sound recordings.  Must be soundproof and provide area for editing and distribution of audio and video programs.  Must have special security.  Cabinets with locks; television cameras; tripods and

dollies; video decks; mixers; track lighting; recording equipment; head end equipment; amplifiers; tables; chairs; counter work surfaces; one wall painted light blue to provide taping backdrop; one wall with wooden shelves and books (to be moved from existing facility) to provide taping backdrop.

## LIBRARY MEDIA FACILITIES--1

**PHOTOGRAPHY DARKROOM**
Provides area work surfaces and storage facilities for individual students and small group use. Adjacent to Project Room. Enlarger; photo-processing sink; drying rack; counter with built-in cabinets for storage. SEE SPECIFICATIONS FROM ART INSTRUCTOR FOR MORE DETAILS.

**AUDIOVISUAL STORAGE ROOM**
Provides storage for small and large equipment on shelves or rolling carts, parts for repairs, consumable supplies, lamps, counter-high cabinetry and work surfaces (with some wheelchair accessible) to facilitate minor repair of equipment. Location should be near corridors, loading docks, elevators. Area should have special security.

**MEDIA SERVICES OFFICE**
Provide area for AV software storage and 2-3 employees. Location should be near Audiovisual Equipment Storage Room and Project Room. Must have special security. Desks, chairs, cabinets, shelving, telephone, computer, etc. (This is the main administrative area for media services.)

**AUDIOVISUAL OPTIONS TO BE CONSIDERED**
A television distribution system may be designed that would originate in the media center and extend to all classrooms and instructional areas. This would include a multi-channel system capable of local origination or playback or programming on videotape, videodisc and/or redistribution of special programs from the television receiver serving the building(s).

An intercom system may be designed with 2-way
communication from each classroom and
instructional area to the media center, includ-
ing a library call-in box or telephone in each
location.

Basic system configuration for "electronic
classrooms" at the current level of technology
is indicated in the diagram below.


**LIBRARY MEDIA FACILITIES--2**


**MEDIA-RELATED QUESTIONS TO BE ANSWERED PRIOR TO FINAL DESIGN OF NEW CAMPUS:**

1.   What media and/or instructional technology services and
     facilities will be offered by the college?  Possibilities
     are listed below.  What are other possibilities?

         Audiovisual Services (as currently administered by the
             Library)
         Distance Learning
         Success Center/Tutorial Programs
         Computer Labs for Students
         Individualized Instruction (requiring equipment, rooms,
             supervision, technology, etc.)
         Electronic Classroom Services
         Continuing Education
         AV Equipment Maintenance
         Computer Equipment Maintenance/Services
         Electronic Maintenance/Services
         Delivery of AV Equipment to Classrooms
         TV Studio


2.   Will any of the above services/facilities be integrated?  If so,
     which unit/department will administer the program?  Centralized
     administration of many of these services seems highly desirable.


3.   Will classrooms be wired for electronic services?  Which
     services?  Possibilities are listed below.  What are other
     possibilities?

         Video
         Other media

Computers (with projection)
Two-way communication between media center (or other
    centralized service area) and classrooms


4.  If classrooms will be wired for video and other media,
    appropriate equipment for transmitting to classrooms will have
    to be centralized.  This will involve purchases of new equipment
    at some expense.  Will this be part of AV services (as currently
    administered by the Library) or another unit?  Should means of
    converting existing AV programs (16mm films, filmstrips, etc.)
    be investigated?


5.  Will there be one building, many buildings, or few buildings?
    The physical layout of the campus affects the design and delivery
    of media services and instructional technologies.

6.  If AV services are moved from the Library, how will catalog/
    inventory/distribution be maintained?

7.  Who will provide leadership, faculty education, professional
    development on instructional technologies?


8.  Is there a possibility of having an Engineering/Plant Department
    that provides as a major part of its responsibilities expertise,
    faculty/office assistance, service on electronics, computers,
    audiovisuals?  If so, who will administer this department?


9.  What kind of teleconference areas, auditoriums, theatres, or
    large meeting rooms will there be?  What media services are
    needed in each of these facilities?  Who will be responsible?


10. Once the college is consolidated onto one campus, who will be
    responsible for media services to the Fire College and its
    programs?  To the Wastewater Treatment Center and its programs?
    Will there be a central catalog?  [There is not one at the
    present.]

11.  What kind of media services will be offered to off-campus
     sites?  Satellite?  Via telecommunication lines?  Who will
     administer these services?

**LIBRARY MEDIA FACILITIES--4**

SHELTON STATE COMMUNITY COLLEGE LIBRARY
MEMORANDUM

TO:       Joyce Jolly
FROM:     Debbie Grimes
RE:       Library/Media Building Program for New Campus
DATE:     October 20, 1992


     Enclosed is the building program for the library for the new campus.
As you can see it is quite detailed as to functions and services.

     At the end of the document is a section on Library Media Facilities,
which is considerably less detailed.  Sully Cochrane and I have described
the general facilities and service areas that will be needed--AS FAR AS
WE CAN ESTIMATE FROM OUR OWN EXPERIENCE.

     However, I have been concerned for some time that there are a number
of college-wide questions that need to be answered before real planning
can proceed for media services for the new campus.  As you suggested, I
have included these questions in the enclosed building program (see the
last 2 pages of the enclosed document).  I'm not sure who is to be asked
these questions, but I would suggest that those individuals involved in
the areas suggested in the first question, as well as appropriate
administrators, be included in the decision-making process.

     This document was made available for faculty review during Summer
Quarter 1992, but, as far as I can tell, only one faculty member reviewed
the document (and made no comments).

     Please let me know what our next step should be.  I appreciate your
efforts in overseeing the planning for the new campus.

cc:  Arthur Howington
     Ted Spring
     Tom Umphrey
     Chairperson, Subcommittee on the Library